

- 1 Describe what a placeholder does on a PowerPoint Slide.
- 2 Describe how to insert a header or footer into a slide show that appears on all slides except the title slide.
- 3 You have selected a theme but decide that you want a different one. Explain how to change to a different presentation theme.
- 4 Explain two ways to add a new slide to a PowerPoint slide show.
- 5 Explain exactly what part of the text box to click on to use the four-arrow, move cursor.
- 6 Explain what must be done to text before you can change font, style, or color.
- 7 Describe how to select a text color other than the block of color under the text color button.
- 8 Describe two ways to insert an image onto a PowerPoint slide.
- 9 Explain how to move an image on a PowerPoint slide.
- 10 You want to insert an image that is not in the clip art file. Explain how to do that.
- 11 What view must you be working in to edit text, images, or colors on the slide.
- 12 Give two reasons why the slide sorter view is useful.
- 13 Where in the Slide Show tab do you find "Loop continuously...?"
- 14 What is the six by six rule?
- 15 What's wrong with "bells and whistles" in a PowerPoint show?
- 16 Explain how you know what a slide transition will look like.
- 17 What is the recommendation for sounds accompanying transitions?
- 18 You want to view your slide show, but you want to start from slide three, not slide one. Explain how to do that.
- 19 You want your slide show to run automatically, but have no idea how much time should be allocated to each slide. Explain how to do that easily.
- 20 Describe the options you have when using a content placeholder on a slide.